

DETAILED INSPECTION CHECKLIST

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| 200 | <p>SUBSTANCE ABUSE PROGRAM Functional Area Manager: MFCP-1 Point of Contact: Mr. Eric Hollins (DSN) 278-9526 (COML) 703-784-9526 E-mail: eric.c.hollins@usmc.mil Date Last Revised: 19 October 2015</p> |
| 200 01 | ACDU & RESERVE UNIT SUBSTANCE ABUSE PROGRAM |
| 200 01 001 | <p>Is there documentation available to substantiate that only Cos and/or Medical Officers (MOs) are ordering urinalysis testing? Does the SACO have any written documentation such as emails, or letters signed by the Commanding Officer specifying a day for testing? Note: Commanding Officer is defined as those who are board selected or designated in writing. Reference MCO 5300.17, chap 2, par 4a; JAGINST 5800.7F; MARCORMAN, par 1007.1</p> |
| 200 01 002 | <p>Has the Commanding Officer published his or her substance abuse policy that includes: -His or her guidance on responsible drinking, driving while intoxicated, and the use of illegal and prescription drugs; -Takes into account all Marines in the unit, even if they are not physically located with the command; -Ensures that Marines in the unit demonstrate a working knowledge of the CO's expectations. Reference MCO 5300.17, chap, 2 par 2a and b; MCO 1700.22F</p> |
| 200 01 003 | <p>Has the unit appointed/designated individuals to the following Billets: Substance Abuse Control Officer(s), Urinalysis Program Coordinator(s), and Observer(s)? Have the Substance Abuse Control Officer(s) completed their required training within 90 days of appointment? Have UPCs received training prior to engaging in the collection process? Have Observers received instructions on their duties and responsibilities? Reference MCO 5300.17, chap 1, par 2g and chap 2, par 6a</p> |

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- 200 01 004 Does the unit test all Marines (appointed/designated in writing) involved in the collection and shipment of urine on a monthly basis? Can the unit prove that the SACO, UPC, and observers are tested by providing: monthly urinalysis testing record packets; copies of the DD Form 2624; copies of the testing results from Internet Forensic Toxicology Drug Testing Laboratory (FTDTL)? Note: Brig staff and Recruiting Command SACOs are tested quarterly.
Reference
MCO 5300.17, chap 2, par 4c(3) and 5c(8)
- 200 01 005 Does the unit test 10 percent of its total population monthly using premise code "IR."
Reference
MCO 5300.17, chap 2, par 4a
- 200 01 006 Does the unit maintain monthly urinalysis testing record packets that include the following:
-Documentation that the Commanding Officer or Medical Officer directed the testing;
-DTP-Lite/DTP – generated testing roster;
-Copies of the DD Form 2624 as well as copies of the testing results from IFTDTL? Note: Commanding Officer is defined as those who are board selected or designated in writing.
Reference
MCO 5300.17, chap 2, par 4a and 6-9; SECNAV M-5210.1, JAGINST 5800.7F; MARCORMAN par 1007.1
- 200 01 007 Can the unit demonstrate that they have an efficient collection, reporting, and shipment process by having 15 percent or less discrepancies?
Reference
MCO 5300.17, chap 2, par 6 through 10
- 200 01 008 Does the unit conduct testing for ACDU Component Marines using premise code "OO" for the following:
-Checking-in on PCS orders;
-Returning from leave periods in excess of five days within 72 hours period.
Reference
MCO 5300.17, chap 2, par 4c(5) and 5c(8)
- 200 01 009 Does the unit conduct testing for Reserve Component Marines using premise code "OO" for the following:
-Marines checking-in within 72 hours of reporting annual training or initial active training?
Reference MCO 5300.17, chap 2, par 4c(4) and 5c(8)

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- 200 01 010 Does the unit execute the Medical Review Process when a test result comes back positive for a prescription drug:
-By ensuring that a medical officer has reviewed the Marine's records;
-Indicating that a prescription is/is not prescribed;
-Making the appropriate determination (wrongful/no wrongful) of use?
Reference
DODI 1010.16, encl 2, chap 2, par 2f; MCO 5300.17, chap 2, par 14a
- 200 01 011 Does the unit identify Marines involved in drug or alcohol abuse incidents by:
-Ensuring Marines are evaluated by the Substance Abuse Counseling Center (SACC) or other appropriate facility;
-Providing incident reports, counseling records, referral forms, SACC reports, and Unit SACO Records? Note: ACDU only
Reference
MCO 5300.17, chap 1, par 2g(2) and chap 3, par 1a
- 200 01 012 Does the unit make appropriate entries into a Marine's OQR or SRB for all drug and alcohol abuse cases by providing:
-Evidence of drug and alcohol abuse cases and their corresponding OQR or SRB entries?
Reference
MCO 5300.17, chap 2, par 14a(1) and chap 3, par 10e
- 200 01 013 Does the unit maintain Unit SACO Records in accordance with MCO 5300.17? Can the unit show a record for each Marine involved in a drug or alcohol abuse incident?
Reference
MCO 5300.17, chap 1, par 2g(3) and chap 3, par 13a
- 200 01 014 Does the unit process Marines involved in drug related incidents for separation? Can they provide a copy of the separation package for each Marine involved in an incident?
Reference
MCO 5300.17, chap 2, par 14a(1) and chap 3, par 14c
- 200 01 015 Can unit confirm that Marines at all levels receive annual prevention awareness education and training? Can unit provide a training roster?
Reference
MCO 5300.17, chap 2, par 1c

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- 200 01 016 Can the unit confirm that annual supervisory level training for officers and Staff Non-Commissioned is conducted annually: Does training consist of Marine Corps policy on alcohol and drug abuse and dependence; the early warning signs and progressive nature of alcohol and drug abuse; the supervisor's role in setting a positive example, preventing alcohol abuse, identification and referral of abusers, and alcohol abuse or dependency recovery?
Reference
MCO 5300.17, chap 2, par 1c(2) and par 1d
- 200 01 017 Can the unit properly execute the entire random urinalysis collection process?
Reference
MCO 5300.17, chap 2, par 6-9
- 200 02 ALCOHOL ABUSE PREVENTION PROGRAM
- 200 02 001 Can the unit, where applicable, provide evidence, that a designated Alcohol Abuse Prevention Specialist (AAPS) is available to provide prevention support?
Reference
MCO 5300.17, chap 1, par 2j
- 200 02 002 What procedures are in place that show the AAPS has conducted a prevention needs assessment to determine the needs of tenant units?
Reference
MCO 5300.17, chap 1, par 2j(1)
- 200 02 003 Can the AAPS provide evidence that an annual alcohol abuse prevention training plan is developed for each major unit on the installation?
Reference
MCO 5300.17, chap 1, par 2j(2)(b)
- 200 02 004 How has the AAPS created Measures of Effectiveness (MOEs) to evaluate and determine program effectiveness?
Reference
MCO 5300.17, chap 1, par 2j(2)(c)
- 200 02 005 Can the AAPS provide documentation and explain what assistance is provided to SACOs in support of providing prevention education and unit prevention efforts?
Reference
MCO 5300.17, chap 1, par 2j(6)

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- 200 02 006 What process has the AAPS established to ensure alcohol abuse awareness is provided to each unit quarterly or as needed using a HQMC approved course?
Reference
MCO 5300.17, chap 1, par 2j(7)
- 200 02 007 Does the AAPS prepare, review, maintain, and disseminate alcohol abuse educational materials to military/civilian personnel?
Reference
MCO 5300.17, chap 1, par 2j(9)
- 200 02 008 How does the AAPS establish a quality assurance program and it is able to provide evidence of compliance?
Reference
MCO 5300.17, chap 5, par 1
- 200 03 DRUG DEMAND REDUCTION PROGRAM
- 200 03 001 Where applicable, is there a designated Drug Demand Reduction Coordinator (DDRC) and are they aware of their responsibilities?
Reference
MCO 5300.17, chap 1, par 2k
- 200 03 002 How are procedures established for the DDRC to conduct on going Assessments, of tenant organization's illegal drug use prevention Needs, to develop and revise the Drug Demand Reduction (DDR) program?
Reference
MCO 5300.17, chap 1, par 2k(1)
- 200 03 003 Has the DDRC developed an annual prevention plan for the DDR program and can they explain the process, purpose, and how the plan will be evaluated to ensure program effectiveness?
Reference
MCO 5300.17, chap 1, par 2k(2)(a-c)
- 200 03 004 What events and activities have the DDR sponsored or participated in to provide additional awareness to Marines and their family members?
Reference
MCO 5300.17, chap 1, par 2k(9)

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- 200 04 SUBSTANCE ABUSE COUNSELING CENTER (SACC)
- 200 04 001 Is treatment conducted by qualified personnel?
Reference
MCO 5300.17, chap 1, par 2h(9) and chap 3, par 1b
- 200 04 002 Is substance abuse treatment provided under the supervision of a Medical Officer (MO)?
Reference
MCO 5300.17, chap 1, par 2i and chap 3, par 1b
- 200 04 003 Does the SACC provide drug and alcohol services to include screening, early intervention, comprehensive bio-psychosocial assessments, and individualized treatment (except for drug dependence) using the continuum of care model?
Reference
MCO 5300.17, chap 3, par 2b
- 200 04 004 Does the SACC communicate recommendations pertaining to Marines to their unit commanders regarding screening, treatment and aftercare status?
Reference
MCO 5300.17, chap 1, par 2h(3)
- 200 04 005 Are only Substance Abuse Counselors screening Marines referred to the SACC?
Reference
MCO 5300.17, chap 3, par 2a
- 200 04 006 Does the SACC schedule Marines for screening/evaluation following unit referral?
Reference
MCO 5300.17, chap 3, par 1a and par 14b
- 200 04 007 Is the SACC screening process properly structured?
Reference
MCO 5300.17, chap 3, par 13b and chap 5, par 2b
- 200 04 008 Are Marines referred for treatment actively involved in their treatment planning?
Reference
MCO 5300.17, chap 3, par 2d
- 200 04 009 Does the SACC have an Interdisciplinary Team (IDT)?
Reference
MCO 5300.17, chap 1, par 2h(11) and chap 3, par 2f

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- 200 04 010 Are Substance Abuse Counselor recommendations approved by the MO?
Reference
MCO 5300.17, chap 1, par 2i
- 200 04 011 Does the SACC use the clinical package?
Reference
MCO 5300.17, chap 3, par 13b
- 200 04 012 Does the SACC forward active SACC records to the gaining base/station SACC?
Reference
MCO 5300.17, chap 3, par 13b
- 200 04 013 Does the SACC provide the following:
-Monthly training to the SACO/S on referral and treatment issues, and upon request, assistance to SACOs with providing substance abuse education to Marines in their unit, to include lesson plan development?
-Substance abuse prevention and treatment information and awareness training to all Marines aboard their installation?
-Ensuring clients understand there is no strict confidentiality of communication between counselor and client?
Reference
MCO 5300.17, chap 1, par 2h(6)-(8)
- 200 04 014 Has the unit implemented a Quality Assurance (QA) Program?
Reference
MCO 5300.17, chap 1, par 2e(4) and chap 5
- 200 04 015 Does the SACC provide a written aftercare plan to the CO for each Marine completing treatment?
Reference
MCO 5300.17, chap 1, par 2g(7), par 2h(3), chap 3, par 14a
- 200 04 016 Does the SACC provide ongoing training to personnel including the understanding of Privacy Act and confidentiality requirements?
Reference
MCO 5300.17, chap 1, par 2h(10)
- 200 04 017 Has the unit provided qualified personnel to accomplish the mission of the SACC program?
Reference
MCO 5300.17, chap 3, par 1b

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200 04 018 Does the SACC have a system for program evaluation and quality assurance?
Reference
MCO 5300.17, chap 5, par 1